

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION					
Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)					
1. POST Kampala		2. AGENCY State		3a. POSITION NO.	
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Reclassification of duties: This position replaces _____ Position No. _____ (Title) _____ Series) _____ Grade) <input checked="" type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain) _____					
5. CLASSIFICATION ACTION		Position Title and Series Code		Grade	Initials
a. Post Classification Authority	Administrative Clerk, 0105		FSN-05	AFRCC : MHB	Date (mm-dd-yy) 1/5/2022
b. Other					
c. Proposed by Initiating Office	Asset Management Clerk				
6. POST TITLE POSITION (if different from official title)			7. NAME OF EMPLOYEE vacant		
8. OFFICE/SECTION Management			a. First Subdivision Information Resource Management		
b. Second Subdivision			c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)			10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)			12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)		
13. BASIC FUNCTION OF POSITION Under the direct supervision of the Customer Service Supervisor, the incumbent maintains inventory control of stored, procured and issued Information Technology assets under International Cooperative Administrative Support Services (ICASS), Program and non-State offices. He/she coordinates repairs of equipment as needed. He/she conducts the yearly inventory of all IT assets located at the Embassy compound, the General Services Office, Warehouse, Ambassador and Deputy Chief of Mission residences. He/she assists the Information Systems Center (ISC) and Customer Service Center during busy periods by helping to run basic updates on machines and helping to move equipment when necessary.					

SENSITIVE BUT UNCLASSIFIED

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Property Management

70 %

The incumbent is responsible for the tracking of all Program and ICASS IT equipment at post in Inventory and Logistics Management System (ILMS). He/she performs clerical functions and is responsible for ensuring all documentation, pertaining to issue/transfer/disposal of office equipment, is accurately processed. He/she performs all related data entry required pertaining to the distribution, completion, statistical recording, and ILMS reconciliation of service requests.

Incumbent conducts annual physical inventories of IT non-expendable property at Embassy Kampala. He/she identifies discrepancies in inventories and independently resolves them. The computer program designed for this has many options and steps which must be completed if accuracy is to be achieved. The incumbent must be able to work in a concise and clear manner in order to reason through the processes before any of these inventory records can be closed. The job holder will carry out extensive research of historical inventory files and documents as often as necessary in order to locate missing or displaced property. Much of this research is abstract and many leads must be followed before an accurate finding can be made. When the incumbent makes the determination that mistakes occurred, he/she corrects them.

He/she must also ensure that the responsibility for the loss or damage of this property lies with the individual to whom the property was issued by accurately issuing items with the Loanable Property Module in ILMS. He/she must then take further action by referring the costs incurred to the Property Survey Board for a decision on any charges to the customer. He/she prepares and distributes the appropriate documentation when an employee is held liable for the loss, damage or destruction of office equipment, to include mobile phones.

Incumbent prepares inventories and reconciliations required to maintain post property integrity. He/she serves as the leader during the annual inventory of IT equipment. Incumbent prepares IT equipment for disposal by preparing paperwork required for accountability and physical removal from the stock rooms. Incumbent arranges for the return of equipment under warranty to a vendor or other entities. He/she completes all paperwork regarding the inventory of IT equipment and works in close cooperation with ISC personnel and other Mission sections and/or agencies. These sections identify disposable items to the incumbent, and he/she will secure the equipment, recommend the disposal method to the Accountable Property Officer and Disposal Property Officer and make the required arrangements for shipment and/or destruction.

Incumbent is the primary person to receive new IT assets into ILMS and works with the procurement and the General Services Officers to ensure proper recording of new assets, both in the ILMS/inventory system and the procurement system. The incumbent assists all of the IRM offices in procuring items in ILMS and tracking the ordered items from request to delivery. This will reduce waste and the double-ordering of items due to the long procurement and delivery timelines.

The incumbent acts as a backup to the ISC staff and Customer Service Center staff during busy periods when extra help is needed, typically outside of the three-month Annual Inventory period. He/she may assist in managing conferencing systems and setting up conference lines for the ISC. He/she may also assist staffing Customer Service Center when the CSC is shorthanded, as determined by the ISO.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of secondary school is required.

b. Prior Work Experience:

Minimum of one (1) year administrative experience is required.

c. Post Entry Training:

ILMS training, including PA355 ILMS Asset Management (Overseas), PA561 ILMS IT Program Property Management, and PA396 ILMS Ariba for Procurement Agents. Familiarization with the Consulate's physical layout and organization. Familiarization with the equipment the incumbent controls and inventories.

d. Language Proficiency: *(List both English and host country language(s) proficiency requirements by level and specialization)*
Level III (Good Working Knowledge) speaking/reading/writing English is required.

e. Job Knowledge:

Position must have good knowledge of the structure of the Mission, IRM, and key players. The position requires working knowledge of the Embassy's unclassified systems in order to identify and track IT equipment. Must understand the workings of ILMS and the steps to take when discrepancies arise.

f. Skills and Abilities:

Must be accurate and thorough in identifying and recording United States Government property in the storerooms and workspaces throughout the Mission. Must be able to learn the types and models of equipment used at post and identify them by sight. Must have excellent computer skills, knowledge of Windows Operating Systems, internet browsers, proficient in Microsoft Office (Word and Excel) and able to use hand-held scanners to inventory systems. Must be tactful with customers but be able to present a firm stand when necessary - missing property investigations for example. Communicate effectively with all members of staff working in the Embassy. Must be able to work independently with little supervision and be able to reason through complicated problems with minimal assistance. Must be able to lift 30 pounds and mobile enough to work under desks and in tight areas.

16. POSITION ELEMENTS

a. Supervision Received:

Supervised by the Customer Service Supervisor.

b. Supervision Exercised:

None

c. Available Guidelines:

Manuals for the operation of equipment used. 14 FAM/FAH regulations. ILMS user manual and online/distance learning for ILMS modules.

d. Exercise of Judgment:

Must be able to judge when inventories are required, and the time needed to complete them. Must be able to judge how to handle discrepancies which may need much tact and diplomacy. Be proactive to take initiative and start necessary processes early in order to complete them by deadlines set by Washington.

e. Authority to Make Commitments:

N/A

f. Nature, Level, and Purpose of Contacts:

Has contacts with all staff of the Embassy. He/she must visit each employee annually to inventory the computer equipment in the area and obtain signatures when issuing equipment

g. Time Expected to Reach Full Performance Level:

6 months